

Message

---

**From:** Joerger, Verena [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=JOERGER, VERENA]  
**Sent:** 11/30/2021 3:31:55 PM  
**To:** Long, Meighan [Long.Meighan@epa.gov]  
**Subject:** REVIEW: Response to DOEE - 2020 EE Demo  
**Attachments:** 2020 DOEE Exceptional Event Demo Response Letter.docx

Hi Meighan,

I put this letter together this morning. We can consider it a first pass. Please take a look at it and feel free to leave comments, edits, etc.

Since you are interested in learning about writing formal letters, I found this page on the R3 Intranet to be helpful:  
<https://intranet.epa.gov/r3intran/ControlledCorrespondence/index.html>

There's no big rush on the review. The next steps after we are happy with our draft will be to send to Alice, Libby, and Denise. After then, it will go to Cristina before heading up to Adam for signature.

*Verena Joerger*

U.S. EPA Region 3  
Air & Radiation Division  
Air Quality Analysis Branch (3AD40)  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2218  
[joerger.verena@epa.gov](mailto:joerger.verena@epa.gov)